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ADMINISTRATIVE - INTERNAL USE ONLY

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PERSONNEL

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- (2) Due to the time or duration of the illness, the annual leave could not be rescheduled for use before the end of the year.
- d. Annual leave forfeited because of administrative error may be restored under the following circumstances:
- (1) When the employee can show that annual leave was requested but not scheduled by the supervisor.
 - (2) When a supervisor cancels leave that was previously requested and approved in writing prior to the third biweekly pay period before the end of the leave year on the asserted basis that an exigency of public business precludes the employee from taking or rescheduling the leave before the end of the leave year, but the supervisor has failed to submit the matter to an appropriate authorized officer for a determination.
 - (3) When an employee is absent due to a prolonged illness and is not given notification that he or she will forfeit annual leave if a request for leave has not been submitted.
3. REQUESTS FOR RESTORATION OF FORFEITED ANNUAL LEAVE

All requests for restoration of forfeited annual leave should be sent to the employee's component personnel officer who will prepare a memorandum to the Director of Personnel and/or the Director of Finance as appropriate.

Harry E. Fitzwater
Deputy Director
for
Administration

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DISTRIBUTION: ALL EMPLOYEES

N.B. "ALL EMPLOYEES" means that each Agency employee is to receive his or her own copy. If an employee observes this notice on a reading board and has not received a copy, please contact Regulatory Policy Division on extension []

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This Notice Expires 1 February 1986

PERSONNEL

19 July 1985

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RESTORATION OF FORFEITED ANNUAL LEAVE

Reference:

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Field Counterpart:

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1. GENERAL

The purpose of this notice is to reemphasize the need for supervisors and employees to plan ahead for the use of annual leave to avoid a forfeiture situation. When an employee submits a request for annual leave, there can be no discretion on the part of the supervisor whether to schedule the leave or not. The supervisor must approve the leave and schedule it for the time requested by the employee or, if that is not possible because of work requirements, schedule it for some other time.

2. CAUSES OF FORFEITURE

- a. Forfeited annual leave may be restored if the forfeiture resulted from an exigency of the public business, illness of the employee, or administrative error.
- b. Annual leave forfeited because of exigencies of public business may be restored, provided that:
 - (1) The leave was scheduled and approved in advance and in writing prior to the start of the third biweekly pay period before the end of the leave year (in 1985, this is 24 November);
 - (2) The leave was then canceled in writing in advance of its beginning date or, if already begun, the remaining part was canceled by an authorized officer; and
 - (3) There was insufficient time remaining in the leave year to permit the rescheduling and use of canceled leave.
- c. Annual leave forfeited because of illness may be restored, provided that:
 - (1) The leave was scheduled and approved in advance and in writing prior to the start of the third biweekly pay period before the end of the leave year; and

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